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MEMORANDUM FOR:

Designated Agency Ethics Official

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FROM:

Chairman, Agency Financial Disclosure Review Panel

SUBJECT:

Spot Check of CY 1984 SIS Financial Disclosure Reports

1. At present, there are no established procedures to double check executive personnel Financial Disclosure Reports (SF-278) following review by the appropriate Agency Financial Disclosure Review Panel member.

2. I feel it is necessary to conduct some sort of random check of these reports to ensure we are in compliance with established ethics regulatory issuances and as an educational process for the Directorate representatives on the Panel.

3. With your concurrence, I propose that we adopt a procedure to randomly review five reports from the annual submissions from each Directorate/Career Service. This random review should be conducted by the OGC advisor to the Panel in a session with the Directorate Panel representative. Those review sessions should commence o/a 15 May, thus allowing sufficient time for enough reports to be available for a meaningful random review. the OGC advisor to the Panel, concurs with this approach.

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CONCUR:

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Date

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